



Alabama Department of Youth Services School District  
**REQUEST FOR PROPOSALS - Cover Page**

**PROCUREMENT INFORMATION**

**RFP Number:** 2019-100-01

**RFP Title:** Interpreters for the profoundly deaf students

**Proposal Due Date and Time:**

*July 23, 2019 12:00 p.m., Central Time*

**Number of Pages:** 30

**Procurement Officer:**

Dr. Rafael Richardson, Superintendent  
Designee: Dr. Tracy Smitherman  
Central Office – DYS School District  
1000 Industrial School Road, PO Box 66, Mt. Meigs, AL 36057  
Telephone Number: (334) 215-3856  
E-mail Address: [tracy.smitherman@dys.alabama.gov](mailto:tracy.smitherman@dys.alabama.gov)  
Website: [www.dys.alabama.gov](http://www.dys.alabama.gov)

**Issue Date:** June 28, 2019

**Issuing Division:**

*DYS School District*

**INSTRUCTIONS TO VENDORS**

**Submit Proposal to:**

Dr. Tracy Smitherman  
Central Office – DYS School District  
1000 Industrial School Road  
PO Box 66  
Mt. Meigs, AL 36057

**Label Envelope/Package:**

Interpreters for the profoundly deaf students 2019

**July 23, 2019 12:00 p.m., Central Time**

**VENDOR INFORMATION**

(Fill in the information fields below and return this form with RFP response)

**Vendor Name/Address:**

**Authorized Vendor Signatory:**

(Please print name and sign in ink)

**Vendor Phone Number:** (     )

**Vendor FAX Number:** (     )

**Vendor Federal I.D. Number:**

**Vendor E-mail Address:**

Indicate whether this proposal is an original or a copy. ☐ Original ☐ Copy

**Total number of proposal pages:** \_\_\_\_\_

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## VENDOR'S RFP CHECKLIST

1. \_\_\_\_\_ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. \_\_\_\_\_ **Note the procurement officer's name, address, phone numbers and e-mail address.** Communication regarding the RFP should only occur with this person or his designee.
3. \_\_\_\_\_ **Take advantage of the “question and answer” period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the Department’s website at [www.dys.alabama.gov](http://www.dys.alabama.gov) and will include all questions asked and responses concerning the RFP.
5. \_\_\_\_\_ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don’t assume the Department or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, i.e., cover page, budget forms, certification forms, etc.
8. \_\_\_\_\_ **Check the Department’s website for RFP addenda.** It is the vendor’s responsibility to check the Department’s website at [www.dys.alabama.gov](http://www.dys.alabama.gov) for any addenda issued for this RFP, no further notification will be provided.
9. \_\_\_\_\_ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. \_\_\_\_\_ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and submit all required items on time. Late proposal responses will not be accepted.

**This checklist is provided for assistance only and should not be submitted with Vendor’s response.**

## **SCHEDULE OF EVENTS**

*The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at [www.dys.alabama.gov](http://www.dys.alabama.gov) as detailed in Section 1.5.3 of this RFP. Vendors should refer to the website periodically for changes to the RFP.*

| <b>EVENT</b>  | <b>DATE</b>             |
|---|-------------------------|
| <b>RFP Issue Date.....</b>  | <b>June 28, 2019</b>    |
| <b>Deadline for Receipt of Written Questions .....</b>              | <b>July 8, 2019</b>     |
| <b>Deadline for Posting of Written Responses to Questions .....</b> | <b>July 11, 2019</b>    |
| <b>Proposal Due Date .....</b>                                      | <b>July 16, 2019</b>    |
| <b>Evaluation of Proposals and Selection of Vendors .....</b>       | <b>July 17-19, 2019</b> |
| <b>Intended Date for Notice of Intent to Award a Contract .....</b> | <b>July 23, 2019</b>    |

## **SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS**

### **1.0 PROJECT OVERVIEW**

The ALABAMA DEPARTMENT OF YOUTH SERVICES SCHOOL DISTRICT, (hereinafter referred to as “the Department”) seeks a qualified vendor(s) to provide:

- Interpreters for the profoundly deaf students who are committed to the Alabama Department of Youth Services and contract facilities that are licensed by the Alabama Department of Youth Services (a list of current facilities will be provided in Appendixes F&G). The contract facility list is updated on a regular basis, it is expected that the vendor will provide services to any new facility added during the contract period.

Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

### **1.1 ELIGIBLE ENTITIES**

Eligible entities may include governmental agencies, faith-based organizations, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document; 3) possess the skills needed to perform the services described in this RFP; and, 4) meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage the Department’s funds in accordance with Federal and State regulations and guidelines.

### **1.2 REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL**

Vendors must ensure that all interpreters providing services under any contract resulting from this procurement are qualified. Interpreters must possess the appropriate training/education and credentials/licenses/certifications. Vendors must maintain a statement on file certifying that all employees providing services under any contract resulting from this procurement are free of infectious disease.

### **1.3 CONTRACT TERM**

The initial contract term is for a period of **three (3) years** beginning **October 1, 2019** and ending **September 30, 2022**. Renewals of the contract, as agreed upon by both parties, may be made at one (1) year intervals, or any interval that is advantageous to the Department, not to exceed three (3) years, at the option of the Department. ***The selected vendor(s) must be fully operational on October 1, 2019.***

### **1.4 POINT OF CONTACT**

From the date this Request for Proposal (RFP) is issued until the vendor selection is announced, all communication must be directed to the procurement officer or his authorized designee in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the procurement officer or his authorized designee.** Any unauthorized contact will disqualify the vendor from further consideration. Contact information for the point of contact is as follows:

**Dr. Rafael Richardson, Superintendent**

**Designee: Dr. Tracy Smitherman  
Central Office – DYS School District**

**1000 Industrial School Road  
PO Box 66  
Mt. Meigs, AL 36057  
Telephone Number: (334) 215-3856  
E-mail Address: [tracy.smitherman@dys.alabama.gov](mailto:tracy.smitherman@dys.alabama.gov)**

## **1.5 REQUIRED REVIEW**

### **1.5.1 REVIEW RFP**

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFP. After a thorough review of the RFP, if the vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

### **1.5.2 VENDOR'S QUESTIONS**

Vendors with questions or requiring clarification regarding any section of this RFP must reference the RFP by title and number and submit written questions via e-mail or courier to the procurement officer referenced above by 3:00 p.m. (CST) **July 8, 2019**. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

### **1.5.3 DEPARTMENT'S RESPONSES**

The Department will provide an official written answer by **July 8, 2019** to all questions received by the deadline on **July 11, 2019**. The Department's response will either provide clarification of the applicable issue or be in the form of a correction to this RFP. Vendor questions and the Department's responses, as well as any formal written addendum will be posted on the Department's website at [www.dys.alabama.gov](http://www.dys.alabama.gov) by the close of business on the date listed.

## **1.6 MANDATORY REQUIREMENTS**

Vendors are expected to respond to all of the requirements described in this document. The Department will determine whether a Vendor's proposal meets the terms of the requirements. Proposals that do not meet all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive. Proposals that do not meet the requirements 1.6.1 through 1.6.4 will be deemed non-responsive and no other consideration will be given.

### **1.6.1 LEGAL STATUS OR TAXPAYER IDENTIFICATION VERIFICATION**

Vendors must include a legible copy of their taxpayer identification letter from the Internal Revenue Service. If the legal status letter is not available, a completed and signed copy of the **"Request for Taxpayer Identification Number"** form (*Appendix B*) must be included.

### **1.6.2 DISCLOSURE STATEMENT**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Disclosure Statements are available for completion on the Attorney General's web site at [www.ago.alabama.gov](http://www.ago.alabama.gov) under *Publications and Forms*. Vendors may also click on either of the following links for a copy of the Disclosure Statement: (manual fill-in) [http://www.ago.state.al.us/documents/vendor\\_disclose.pdf](http://www.ago.state.al.us/documents/vendor_disclose.pdf) or (online fill-in)

[http://www.ago.state.al.us/documents/vendor\\_disclose\\_fill.pdf](http://www.ago.state.al.us/documents/vendor_disclose_fill.pdf) when connected to the internet. Vendors must include a completed copy of the Disclosure Statement in their proposal.

### **1.6.3 IMMIGRATION STATUS FORM**

Vendors must submit a signed copy of the immigration status form with their proposal.

### **1.6.4 AUTHORIZED VENDOR SIGNATORY**

Vendors must provide an original proposal using the format described, with an original signature of person(s) legally authorized to bind the applicant to the proposal.

## **1.7 GENERAL REQUIREMENTS**

### **1.7.1 ACCEPTANCE OF STANDARD TERMS AND CONDITIONS**

By submitting a response to this RFP, Vendor agrees to acceptance of the standard terms and conditions of this RFP. Requests for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer by the due date for receipt of written questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the Vendor's ability to respond to the RFP or perform the contract.

***Note:** The Department reserves the right to not enter into a new contract with a current vendor who is under a corrective action plan until all corrective requirements have been met.*

### **1.7.2 UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS**

By submitting a response to this RFP, Vendor agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

### **1.7.3 VENDOR'S SIGNATURE**

An individual authorized to legally bind the organization submitting the proposal must sign the original proposal in ink. The Vendor's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion that would preclude the Department from obtaining the best possible service for the best possible price.

## **1.7 SUBMITTING A PROPOSAL**

### **1.7.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS**

Vendors must submit **one (1)** original proposal, and **three (3)** copies with the Vendor's name and the RFP title and number to:

**Dr. Rafael Richardson, Superintendent**

**Designee: Dr. Tracy Smitherman  
Central Office – DYS School District  
1000 Industrial School Road  
PO Box 66**

**Mt. Meigs, AL 36057**

**Telephone Number: (334) 215-3856**

**E-mail Address: [tracy.smitherman@dys.alabama.gov](mailto:tracy.smitherman@dys.alabama.gov)**

Proposals must subscribe to the section/subsection headings and numbering format as specified in *Section 4 Proposal Format and Instructions*. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **Interpreters for the profoundly deaf students 2019. Proposals must**

***be received in the Office of the Superintendent by 12:00 p.m., local time, July 16, 2019.*** Two business (Monday-Friday) days prior to the due date, proposals may be hand delivered between the hours of 9:00 a.m. - 12:00 p.m. (with the exception of state and federal holidays). Faxed and electronically submitted responses to requests for proposals are NOT accepted.

#### **1.7.2 FAILURE TO COMPLY WITH INSTRUCTIONS**

Vendors failing to comply with these instructions may be deemed non-responsive or subject to point deductions. The Department may also choose to not evaluate, and disqualify from further consideration any proposals that do not follow the format described in Section 4: *Proposal Format and Instructions*, are difficult to understand or read, or are missing any requested information.

#### **1.7.3 LATE PROPOSALS**

***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be the Vendor's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

## **SECTION 2: STANDARD INFORMATION**

### **2.0 AUTHORITY**

This RFP is issued under the authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3<sup>rd</sup> Sp. Sess., p 817, §1.). Any awards resulting from this RFP will be made based on stated evaluation criteria. The weight assigned to each criterion denotes the relative importance of that criterion. No criteria, other than that identified in this RFP, will be used.

### **2.1 VENDOR COMPETITION**

In accordance with 45 CFR 74.43, the Department encourages free and open competition among Vendors. Whenever possible, the Department will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the Department's need to procure technically sound, cost-effective services and supplies.

### **2.2 NONDISCRIMINATION**

In accordance with 45 CFR 74.44, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Department's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal or Alabama State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Department or in the employment practices of the Department's contractors. Accordingly, all Vendors entering into contracts with the Department shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

## **SCOPE OF PROJECT - INTERPRETERS FOR THE PROFOUNDLY DEAF STUDENTS WHOM ARE COMMITTED TO THE ALABAMA DEPARTMENT OF YOUTH SERVICES SCHOOL DISTRICT AND FACILITIES THAT ARE LICENSED BY THE ALABAMA DEPARTMENT OF YOUTH SERVICES**

### **3.0 PROGRAMMATIC INFORMATION**

DYS has determined that there exists an identifiable need for individuals committed to the DYS to receive the services of interpreters for the profoundly deaf. Therefore, DYS is seeking a qualified vendor(s) to provide interpreter/translator services in the Mt. Meigs Complex/L.B. Wallace School, Vacca Campus/McNeel School, and Autauga Campus/LB Wallace Annex IV and contract facilities that are licensed by the Alabama Department of Youth Services, included in Appendix F. These services are necessary to ensure equal access to departmental programs and services for all eligible students.

Interpreters may be involved in highly emotionally charged and volatile situations. The information/materials to be interpreted may be sensitive and confidential, therefore; the selected vendor(s) must enforce a strict policy of confidentiality. Interpreters must be qualified, possess a high degree of professionalism and provide accurate interpretations without interjecting their own biases.

Interpreters must be culturally sensitive and respectful of all children and families in need of interpreting services. Vendors must attest that all interpreters will complete criminal history checks and all DYS clearance requirements prior to working for the Department.

### **3.1 AVAILABILITY AND RESPONSE TIME**

Interpreters must be available 24 hours a day, 7 days a week, 365 days a year. The Department requires confirmation and assignment of an interpreter/translator within one (1) hour of a request. Interpreters must be available within 24 hours or as requested.

### **3.3 CANCELLATIONS**

The Department reserves the right to cancel interpreter appointments within twenty-four (24) hours of their scheduled time without penalty or charge.

### **3.4 LISTING**

Vendors must maintain and make available to Department a list of interpreters employed/contracted to provide services. Upon request, vendors must provide the names of the interpreters, type of service to be provided, and the counties to which they are assigned. *As applicable, vendors may be required to include a list of other qualified Interpreters.*

### **3.5 PHOTO IDENTIFICATION**

Interpreters must ensure that photo identification is visible at all times when serving the Department's clients.

### **3.6 NO DENIAL OF SERVICES ALLOWED**

The selected vendor(s) must not deny the Department delivery of services. If such situation occurs the Department reserves the right to cancel the contract.

### **3.7 ACCURACY AND COMPLETENESS**

Interpreters must always thoroughly and faithfully render the American Sign Language, neither omitting nor adding anything, giving consideration to linguistic variations in both source and target languages, conserving the tone and spirit of the source language message.

### **3.8 CULTURAL SENSITIVITY AND COURTESY**

Interpreters must be culturally competent, sensitive, and respectful of the individual(s) they serve.

### **3.9 CONFIDENTIALITY**

Interpreters must not divulge any information obtained through their assignments, including but not limited to information gained through access to documents or other written materials.

### **3.10 DISCLOSURE**

Interpreters must not publicly discuss, report, or offer an opinion concerning matters in which they are or have been engaged, even when that information is not privileged by law to be confidential.

### **3.11 NON-DISCRIMINATION**

Interpreters must always be neutral, impartial and unbiased. Interpreters must not discriminate on the basis of gender, disability, race, color, national origin, age, socioeconomic or educational status, or religious, political, or sexual orientation. If interpreters are unable to ethically perform in a given situation the interpreters must refuse or withdraw from the assignment without threat of retaliation.

### **3.12 PROFESSIONAL DEMEANOR**

Interpreters must be punctual, prepared, and dressed in a manner appropriate and not distracting for the situation in addition to following the DYS Dress Code.

### **3.13 HIGH STANDARDS OF CONDUCT**

Interpreters must act at all times in accordance with the standards of conduct and decorum appropriate to their profession.

### **3.14 SELF-REPRESENTATION**

Interpreters must accurately and completely represent their certifications, training, and experience. The Interpreter must only interpret the information which he/she is authorized to interpret.

### **3.15 CONFLICT OF INTEREST - IMPARTIALITY**

Interpreters must disclose any real or perceived conflict of interest which would affect their objectively in the delivery of service. Providing interpreting services for family members or friends may violate the individual's right to confidentiality, or constitute a conflict of interest.

### **3.16 SCOPE OF PRACTICE**

Interpreters must not counsel, refer, give advice, or express personal opinions, to individuals for whom they are interpreting, or engage in any other activities, which may be construed to constitute a service other than

interpreting. Interpreters are prohibited to have unsupervised access to clients, including but not limited to phoning clients directly.

### **3.17 REPORTING OBSTACLES TO PRACTICE**

Interpreters must assess at all times their ability to interpret. Should interpreters have any reservations about their competency, they must immediately notify the vendor and offer to withdraw without threat of retaliation.

### **3.18 ETHICAL VIOLATIONS**

Interpreters must immediately withdraw from encounters they perceive as violations of the code of professional conduct. Any violation of the code of professional conduct may cause termination of the contract.

### **3.19 PROFESSIONAL DEVELOPMENT**

Interpreters must develop their skills and knowledge through professional training, continuing education, and interaction with colleagues, and specialists in related fields.

### **3.20 PROFESSIONAL COURTESY**

Interpreter must provide excellent customer service and maintain a professional demeanor, be courteous and use a tone of voice appropriate to the situation. Interpreters shall defer to instructions from clients.

### **3.21 INTERPRETER SERVICES**

Vendors must effectively manage the scheduling and coordination of face-to-face interpreter services for all facilities/schools in a timely manner, for both non-emergency and emergency situations.

The additional requirements listed below must be addressed in proposals submitted in response to this RFP:

- 1. Interpreters must respond to referrals within one (1) hour of contact by the Department of Youth Services School District.**
- Vendors must list all the counties they can serve immediately. Vendors who are not able to serve all facilities/schools must provide a detailed plan of how they will be operational in all DYS facilities no later than ***July 16, 2019. Preference will be given to vendors who are able to serve more facilities at the initiation of the contract.*** Upon request, vendors must provide the names of the interpreters (i.e., face-to-face or video), and the counties to which they are assigned.
- Vendors must have adequate staff, equipment and telephones lines to ensure interpretation requests are filled in a timely manner. Vendors must have a fax machine, an email account, a land line phone, and cell phone to ensure accessible twenty-four (24) hours per day, seven (7) days per week, 365 days a year.
- Vendors must have policies and procedures to address non-responses or late responses by an interpreter. **If an interpreter is late or fails to respond to referrals three (3) times within a contract period, any contract with the vendor will be in jeopardy of termination.**
- Interpreters must be at least twenty-one (21) years of age, fluent in English and ASL.
- For face-to-face interpretative services all Vendors must ensure that interpreters have reliable transportation and a valid Alabama driver's license. Vendors must strictly enforce a policy prohibiting the transportation of clients under any circumstance. Interpreters must have a telephone,

cell phone, so they can be reached twenty-four (24) hours per day, seven (7) days per week, 365 days a year.

7. Vendors must have a supervision process in place to minimize any possible barriers to achieving timely and accurate service, including a quality assurance process for all interpreter services as required by this RFP.
8. Interpreters must be employees of the contracting agency and the Vendor must attest that all interpreters have completed criminal history checks, and any additional DYS requirements.

### **3.26 SUPERVISION/QUALITY ASSURANCE**

Vendors must have a supervision process in place to minimize any possible barriers to achieving timely and accurate service, including a quality assurance process for all interpreter services as required by this RFP.

Vendors must provide orientation to all interpreters prior to them providing services to the Department. The orientation must cover codes of professional conduct, confidentiality, cultural sensitivity, customer service, and non-disclosure of privileged information. The vendor(s) must have a supervision process in place that will ensure quality and accurate service delivery in each of the interpretation areas. If regional supervision is to be utilized the quality assurance process must be described in detail. The credentials of the person(s) supervising must be clearly identified, including their recent work experience in the interpretive arena. A Quality Assurance/Improvement process or plan must also be fully described. Vendors must immediately implement corrective measures once areas of deficiency are identified by the Department.

### **3.27 MANADATORY PROFESSIONAL DEVELOPMENT**

All interpreters must participate in the Department of Youth Services professional development prior to them providing services to the Department's clients. The professional development must include, but not be limited to: the codes of professional conduct and confidentiality for interpreters; legal requirements for providing therapy services; the role of the interpreters in working with the Department of Youth Services School District's clients; Prison Rape Elimination Act, the specific requirements of this procurement and any other areas identified by the DYS Administration/School District. This required professional development will be provided at no cost to the vendor.

## **SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS**

### **4.0 PROPOSAL REQUIREMENTS**

Proposals must meet all requirements as specified in this RFP. Proposals must incorporate the specified structure and format; must be clear, detailed, and complete as to fully demonstrate that the prospective Vendor has a thorough understanding of the requirements for providing the services for this procurement. Statements that the Vendor understands, acknowledges, or can comply with the requirements/specifications and statements paraphrasing the specifications are considered inadequate as are phrases such as “industry standards will be adhered to” and/or “standard procedures will be implemented”, or “research-based models will be used”. Proposals must clearly and adequately describe the concepts and methodologies to be implemented by the Vendor. Information must be clear, succinct, and easily understandable.

### **4.1 COMPLETENESS OF PROPOSALS**

Selection(s) and award(s) will be based on the Vendor’s proposal and other items described in this RFP. Proposals should not include references to information located elsewhere, such as Internet websites. Information or materials presented by Vendors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Vendor being disqualified from further consideration.

### **4.2 PROPOSAL FORMAT**

Proposals must not exceed **fifty (50) pages**, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12. Proposals must be printed/copied onto one side of standard (8½ x 11) white typing/copier paper. *Paragraphs must be double-spaced.* All proposals (the original and copies) must include labeled tabs that correspond with the bolded sections and subsections to which the information pertains. ***Do not use adhesive tabs, tabs with paper inserts, sheet protectors, rings or prong fasteners.*** Vendors should avoid the use of elaborate presentations and binding materials beyond that which is sufficient to present complete and effective proposals.

#### **4.2.1 COVER SHEET**

The first page of each proposal must be the completed **Cover Sheet** (RFP cover sheet) with an original ink signature of the person(s) legally authorized to bind the vendor to the proposal. **Proposals without signatures of persons legally authorized to bind the vendor to the proposal will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the vendor (do not number this page). Vendors must also provide their federal employer identification number. Denote the original proposal and copies by placing a check in the appropriate box on the cover sheet.

#### **4.2.2 TABLE OF CONTENTS**

The Cover Sheet should be followed by the “**Table of Contents**”, which should list all sections, subsections and page numbers. Numbering of the proposal pages should begin with page 1 of the Table of Contents. Page numbers should be placed in the right corner of the bottom margin.

#### **4.2.3 LEGAL STATUS FORM/TAXPAYER IDENTIFICATION NUMBER**

The Table of Contents must be followed by a copy of the **Legal Status Form**. *This form is issued by the IRS and denotes an organization’s legal status (i.e., non-profit, for-profit, corporation, etc.) and includes the Federal Employee Identification Number (FEIN).* If the Legal Status Form is not available, a completed and

signed copy of the “**Request for Taxpayer Identification Number**” form (*Appendix B*) must be included. All items on this form must be completed.

#### **4.2.4 LICENSES/CERTIFICATES/CREDENTIALS**

The Legal Status Form or Request for Taxpayer Identification Number Form should be followed by a copy of all required **Licenses, Certificates, and Credentials** or a copy of a completed license application form submitted by the deadline specified in this RFP.

#### **4.2.5 TECHNICAL PROPOSAL**

Copies of Licenses/Certificates/Credentials, if applicable should be followed by the **Technical Proposal**. The Technical Proposal must prescribe to sections **4.2.5.1** through **4.2.5.4.6** below.

##### **4.2.5.1 VENDOR QUALIFYING INFORMATION**

###### **4.2.5.1.1 VENDOR PROFILE AND EXPERIENCE**

The Vendor must specify how long it has been in the business of providing services similar to those requested in this RFP and under what company name. The Vendor must list all names it has used when conducting business. The Vendor must explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFP. The Vendor must provide an organizational profile including: number of employees, and form of business (e.g. individual, sole proprietor, corporation, non-profit corporation, limited liability company.).

###### **4.2.5.1.2 PAST AND PRESENT CONTRACTUAL RELATIONSHIPS WITH THE DEPARTMENT**

The Vendor shall describe any past or present contractual relationship it may have or have had with the Department or any other state agency including colleges/universities during the past three years. If the Vendor, its predecessor, or any party named in the Vendor’s responses to this section has contracted with any department within State Government during the past three years, identify the contract number and/or other information available to identify such contract(s). If no such contracts exist, so declare. If any party named in the Vendor’s response to this RFP was an employee of the State in the past two years, identify the individual(s) by name, state agency by which employed job title of position held with the State, and separation date. If no such relationship exists, so declare.

###### **4.2.5.1.3 CONTRACT PERFORMANCE**

If the Vendor, or any proposed Subcontractor, has had a contract terminated for default during the past three years, all such instances must be described as discussed below. Termination for default is defined as notice to stop performance delivery due to the Vendor’s nonperformance or poor performance and the issue was either (a) not litigated due to inaction on the part of the Vendor; or (b) litigated and such litigation determined the Vendor to be in default. Submit full details of all terminations for default experienced by the Vendor during the past five years, including the other party’s name, address, and telephone number. Present the Vendor’s position on the matter. The Department shall evaluate the facts and may, at its sole discretion, reject the Vendor’s Proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor. If the Vendor has experienced no such terminations for default in the past five years, so declare. If at any time during the past five years, the Vendor has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such early terminations have occurred, so declare.

Failure to report on the foregoing or if the information furnished is determined to be inaccurate, whether by omission or commission, shall result in rejection of the Vendor's Proposal.

***Note: No points will be assigned to proposals submitted by new or current vendors who have performed their contractual obligations satisfactorily. However, current vendors who have performed unsatisfactorily may experience point deductions up to a maximum of 10 points.***

#### **4.2.5.1.4 PROJECT STAFF/RESUMES/JOB DESCRIPTIONS**

The Vendor must submit a resume or job description detailing the level of education, experience, training, skills, etc. which emphasizes previous experience in the service area as described in this RFP for all key personnel who will be involved with the proposed project. The Vendor should indicate that it has sufficient staff to perform the services required in this RFP, if sufficient staff is not currently available, describe how staff will be obtained to provide the services and the timeline for obtaining the needed staff. Indicate the number of anticipated staff for each position title. List all professional licenses held by the vendor.

#### **4.2.5.1.5 STAFF PERFORMANCE EVALUATIONS AND TRAINING**

Vendors must describe its staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department's required performance standards.

#### **4.2.5.1.6 BACKGROUND CHECKS**

Describe in detail the steps that the Vendor will take to ensure that no employee, regardless of their position, has been the subject of any incident or investigation which would call into question the propriety of that employee working with this population indicated in this document and for this project. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded. Contractor will provide all requested documentation to ensure each employee has completed the DYS required and administered criminal background check.

#### **4.2.5.2 VENDOR CERTIFICATIONS**

Vendors must submit a statement attesting that they warrant and represent to the Department that the vendor accepts and agrees with all certifications and terms and conditions of this RFP. Further, by submitting a response to this RFP, the vendor certifies to the Department that they are legally authorized to conduct business within the State of Alabama and to carry out the services described in this document.

#### **4.2.5.2.1 STANDARD CONTRACT**

The vendor must agree to the use of the Department's standard contract document. The vendor will further comply with all the terms and conditions of that document, including, but not limited to, compliance with the Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this RFP. Further, any contract executed pursuant to the RFP must be subject to review by the Department's legal counsel as to its legality of form and compliance with State contract laws, terms and conditions, and may further be subject to review by the Alabama Legislative Contract Review Committee, Examiners of Public Accounts, the State Finance Director and the Office of the Governor.

#### **4.2.5.2.2 FINANCIAL ACCOUNTING**

Vendors must agree that the vendor's accounting system will be consistent with General Accepted Governmental Accounting Principles (GAAP). The vendor must maintain sufficient financial accounting records documenting all funding sources and applicable expenditure of all funds from all sources.

#### **4.2.5.3 ATTACHMENTS**

Vendors must include all applicable forms identified below as attachments (i.e., Attachment A, B, C, etc),

### **SECTION 5: COST PROPOSAL**

#### **5.0 COST PROPOSAL**

Vendors must include a cost proposal specifying: 1) a fixed rate for face-to-face and 2) a list of counties to be served. Vendors must have a billing and tracking system in place that accurately details the cost of all services.

### **SECTION 6: EVALUATION CRITERIA**

#### **6.0 EVALUATION CRITERIA**

The evaluation committee will review and evaluate the proposals according to the following criteria based on a **maximum possible value of 1,000 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale. The vendor with the highest points from the Evaluation Criteria will be awarded the contract. The cost proposal is a component of the criteria not the sole criteria.

| <b>Category</b>   | <b>RFP Section</b>                             | <b>Point Value</b> |
|---|--|--------------------|
| <b>Vendor Qualifying Information</b>                              | <b>50% of points for a possible 500 points</b> |                    |
| A. Vendor Profile and Experience                                  | 4.2.5.1.1                                      | 200                |
| B. Past and Present Contractual Relationships with the Department | 4.2.5.1.2                                      | 15                 |
| C. Contract Performance   | 4.2.5.1.3                                      | ---                |
| D. Project Staff/Resumes/Job Descriptions                         | 4.2.5.1.4                                      | 10                 |
| E. Staff Performance Evaluations and Training                     | 4.2.5.1.5                                      | 15                 |
| F. Background Checks  | 4.2.5.1.6                                      | 10                 |
| E. Vendor Certifications  | 4.2.5.4  | 250                |
| <b>Cost Proposal</b>  | <b>50% of points for a possible 500 points</b> |                    |

## **APPENDIX A: STANDARD TERMS AND CONDITIONS**

**By submitting a response to request for proposal or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF PROPOSALS:** The Department reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Proposals will be firm for 180 days, unless stated otherwise in the text of the request for proposal.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the Department, Legislative Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the Department or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a vendor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department.

**AUTHORITY:** The following request for proposal, limited solicitation, or contract is issued under authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3<sup>rd</sup> Sp. Sess., p 817, §1.)

**COMPLIANCE WITH LAWS:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, department, or local laws, rules and regulations, including the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. The contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

**DEBARMENT:** The contractor certifies, by submitting this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the Department.

**DISABILITY ACCOMMODATIONS:** The Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FACSIMILE RESPONSES:** Facsimile responses will not be accepted for requested for proposals or limited solicitations.

**FAILURE TO HONOR PROPOSAL:** If a vendor to whom a contract is awarded refuses to accept the award (contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, at its discretion, suspend the vendor for a period of time from entering into any contracts with the Department.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

**FOREIGN CORPORATIONS (OUT-OF-STATE FIRMS):** Alabama law provides that a foreign corporation (out-of-state company/firm) may not transact business in the state until it obtains a certificate of authority from the Secretary of State, Section 10-2B-15.01, Code of Alabama 1975. To obtain form for a certificate of authority, contact the Secretary of State, Corporation Division, (334) 242-5324. Not having this certificate does not keep the vendor from registering.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to hold the Department, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except for acts of omission resulting from the sole negligence of the Department, under this agreement.

**LATE PROPOSALS:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**REGISTRATION WITH THE PURCHASING DIVISION:** Any business intending to transact business in Alabama must register with the Alabama Purchasing Division by completing the Vendor Disclosure Statement. A copy of the Vendor Disclosure Statement can be downloaded from the Purchasing website at [www.purchasing.alabama.gov](http://www.purchasing.alabama.gov).

**SEVERABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors must promptly notify the Department of any ambiguity, inconsistency, or error, which they may discover upon examination of a solicitation document.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the Department may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to provide services.

**UNAVAILABILITY OF FUNDING:** The Department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**STATE OF ALABAMA**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER**  
**STATE COMPTROLLER'S OFFICE**

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|  |
|--|
| <b>APPENDIX C: IMMIGRATION STATUS FORM</b> |
|--|

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND  
CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

DATE: \_\_\_\_\_

RE: Contract/Grant/Incentive (*describe by number as subject*):

\_\_\_\_\_ by and between  
\_\_\_\_\_  
(Contractor/Grantee) and  
\_\_\_\_\_  
(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of \_\_\_\_\_ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

\_\_\_\_\_ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

\_\_\_\_\_ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Name of Contractor/Grantee/Recipient

By: \_\_\_\_\_

Its \_\_\_\_\_

The above Certification was signed in my presence by the person whose name appears above, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Witness

## **APPENDIX D: DRUG FREE WORKPLACE CERTIFICATION**

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

Publishing a statement notifying it's employees that the lawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the vendor's work place, and specifying the actions that will be taken against employees for violation of such prohibitions.

Establishing a continuing drug-free awareness program to inform its employees about:

1. The dangers of drug abuse in the workplace.
2. The vendor's policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation and services.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Giving all employees engaged in performance of the contract a copy of the statement concerning drug-free workplace.

Notifying all employees, in writing, of the statement concerning a drug-free workplace, that as a condition of employment on a covered contract, the employee shall abide by the terms of the statement.

The vendor shall make a good faith effort to maintain a drug-free workplace program through implementation of all of the above, but not limited herein, in this certificate.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_ as \_\_\_\_\_ (Title)

Of \_\_\_\_\_ who is known to me to be the person described herein, who produced \_\_\_\_\_ as identification.

NOTARY PUBLIC

SEAL

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

My Commission Expires: \_\_\_\_\_

## APPENDIX E: DYS CAMPUSES CONTRACT SECURITY PROCEDURES FORM

1. All unattended (even a few minutes) vehicles must have all windows and doors completely closed and locked. Vehicles that can not be locked will not be allowed on campus.
2. All tools not in actual use must be secured at all times within locked tool boxes or job boxes.
3. All ladders, ropes, chains, heavy extension cords, and any other device that can be used for climbing (to include air hoses, hose pipes, etc...) must be secured inside of locked boxes or vehicles. Ladders not in use must be securely chained to vehicles.
4. All work areas will be completely enclosed within a chain link fence (8 ft. high) and any open ditches or trenches will be enclosed with reflective barriers or fence.
5. The work area will be kept clean of trash or work by products that could be used as a weapon or tool to facilitate escape, should it fall into the hands of students. At the close of each work day the work area will be inspected by security.
6. Work crews will not make contact with students for any reason. Should students try to establish contact with work crews, security should be called at once.
7. No type of weapons are allowed on campus. Violators will be charged with criminal charges.
8. No alcohol or drugs of any type are allowed on campus. Violators will be charged with criminal charges.
9. All persons on a DYS campus are held responsible for the control of any tobacco products they may use. Anyone who allows students access to tobacco products will be removed from campus.
10. Should any tools or equipment become misplaced or lost, it must be reported to security at once.
11. No equipment or vehicle may be left on campus overnight or on weekends without the approval of the campus superintendent, and Department of Chief of Security.
12. All vehicles (private or vendor) and the work area are subject to security inspection or search at any time.
13. All contracted employees are subject to criminal background checks by the Alabama Department of Youth Services and are granted access to work within the facilities based only after such background checks are completed and approved.

The contractor shall make a good faith effort to maintain a safe workplace through implementation and insuring at all workers are knowledgeable of all of the above, but not limited herein, in this certificate.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_ as \_\_\_\_\_ (Title)

Of \_\_\_\_\_ who is known to me to be the person described herein, who produced \_\_\_\_\_ as identification.

NOTARY PUBLIC

SEAL

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

My Commission Expires: \_\_\_\_\_

## **APPENDIX F: DYS CAMPUSES AND SCHOOLS ADDRESSES**

### **Wallace Annex IV – Autauga Campus**

PO Box 671, 1601 County Rd. 57, Prattville, AL 36067

### **L.B. Wallace School – Mt. Meigs Complex**

PO Box 66, 1000 Industrial School Rd, Mt. Meigs, AL 36057

### **McNeel School – Vacca Campus**

8950 Roebuck Blvd., Birmingham, AL 35206

## **APPENDIX G: DYS CONTRACT FACILITIES**

A current list of DYS contract facilities can be located at [http://www.dys.alabama.gov/contract\\_facilities.html](http://www.dys.alabama.gov/contract_facilities.html).

## **APPENDIX H: COST PROPOSAL**

**1. Fixed Hourly Rate:**

Face to Face Services \_\_\_\_\_

**2. Is there a Billing and Tracking system in place to accurately detail all the cost for services?**

Confirm \_\_\_\_\_

Deny \_\_\_\_\_

### 3. What County/Counties can services be rendered?

|                         | Select the<br>County or<br>Counties |                   | Select the<br>County or<br>Counties |
|-------------------------|-------------------------------------|-------------------|-------------------------------------|
| ALL 67 Alabama Counties |                                     | Henry County      |                                     |
| Autauga County          |                                     | Houston County    |                                     |
| Baldwin County          |                                     | Jackson County    |                                     |
| Barbour County          |                                     | Jefferson County  |                                     |
| Bibb County             |                                     | Lamar County      |                                     |
| Blount County           |                                     | Lauderdale County |                                     |
| Bullock County          |                                     | Lawrence County   |                                     |
| Butler County           |                                     | Lee County        |                                     |
| Calhoun County          |                                     | Limestone County  |                                     |
| Chambers County         |                                     | Lowndes County    |                                     |
| Cherokee County         |                                     | Macon County      |                                     |
| Chilton County          |                                     | Madison County    |                                     |
| Choctaw County          |                                     | Marengo County    |                                     |
| Clarke County           |                                     | Marion County     |                                     |
| Clay County             |                                     | Marshall County   |                                     |
| Cleburne County         |                                     | Mobile County     |                                     |
| Coffee County           |                                     | Monroe County     |                                     |
| Colbert County          |                                     | Montgomery County |                                     |
| Conecuh County          |                                     | Morgan County     |                                     |
| Coosa County            |                                     | Perry County      |                                     |
| Covington County        |                                     | Pickens County    |                                     |
| Crenshaw County         |                                     | Pike County       |                                     |
| Cullman County          |                                     | Randolph County   |                                     |
| Dale County             |                                     | Russell County    |                                     |
| Dallas County           |                                     | Shelby County     |                                     |
| DeKalb County           |                                     | St. Clair County  |                                     |
| Elmore County           |                                     | Sumter County     |                                     |
| Escambia County         |                                     | Talladega County  |                                     |
| Etowah County           |                                     | Tallapoosa County |                                     |
| Fayette County          |                                     | Tuscaloosa County |                                     |
| Franklin County         |                                     | Walker County     |                                     |
| Geneva County           |                                     | Washington County |                                     |
| Greene County           |                                     | Wilcox County     |                                     |
| Hale County             |                                     | Winston County    |                                     |

If necessary, use additional sheets to further explain details the Vendor's cost.